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Approved For Release 2003/05/27 : CIA-RDP84B00890R000800090002-1

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General  
Services

Transportation  
and Public

Administration, Utilities Service, Washington, DC 20406  
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24 MAR 1981

DD/A Registry  
81-0682

Mr. Max Hugel  
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Wortman:

As part of our continuing efforts to save limited travel dollars, the General Services Administration in conjunction with the Department of Defense, Military Traffic Management Command, has just published its first Federal Contract Air Service and Travel Directory. The Directory will be a monthly publication. I am pleased to enclose a copy of our Directory for your review and use.

Distribution of the Directory is being made to all Federal offices that currently receive the Official Airline Guide (OAG) publication. Copies will be sent to each of your OAG subscribing activities directly and should be arriving shortly.

Besides the airline schedules, the Directory also contains guidelines for use of the contracts, listing of all current airline city-pairs, ground transportation, and hotel/motel information. This latter section will be expanded to include additional hotels/motels and additional cities monthly.

I am sure your agency will find the Directory a valuable aid in getting more for your travel dollars. The use of the airline contract and hotel/motel programs can provide you with substantial savings during these times of very limited fiscal resources.

Your support of this program is greatly appreciated.

Sincerely,

ALLAN W. BERES  
Commissioner

Enclosure